

## **Commander's Official Communication Network (Key Volunteer Network)**

### **Request to be removed from the unit family readiness roster.**

The Key Volunteer Network is an official Marine Corps program and the unit Commander's official communication link to unit families. The Key Volunteer Network supports the spouses of the unit Marines/Sailors by providing communication from the command, serving as a source for information and referral services. The Commanding Officer establishes and maintains the Key Volunteer Network within the unit and determines the direction of the program based on the needs of the unit families.

Key Volunteers are trained to accurately pass official information, provide feedback from families to the commander and to provide information and referral to resources for families in need. Key Volunteers are held to the highest standards of confidentiality.

For those electing to have their name REMOVED from the unit's family readiness roster, we have formalized the process and are documenting the decision as an informed decision. BOTH service member and spouse MUST agree on the decision to be removed from the family readiness roster.

#### **SERVICE MEMBER:**

I, (Print), want my spouse's name removed from the family readiness roster. I understand this means she/he will not receive information from the Commander's Key Volunteer Network. I have arrived at this decision after discussing it with my spouse and after being briefed on the risks associated with this decision and the benefits of the family readiness program of my unit.

---

(Sign)

#### **SPOUSE:**

I, (Print), want my name removed from the unit's family readiness roster. I understand this means I will not receive information from the Commander via the official communication link to me, the Key Volunteer Network. I have arrived at this decision after discussing it with my spouse and after being briefed on the risks associated with this decision and the benefits of the family readiness program of the unit.

---

(Sign)